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# Chandigarh Administration Gazette

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CHANDIGARH ADMINISTRATION  
MUNICIPAL CORPORATION OF CHANDIGARH

## Notification

The 8th April, 2022

**No. MOH/Supdt.Admn./2022/5402.**—Whereas, the Municipal Corporation Chandigarh *vide* Notification bearing No. MOH/Supdt.Admn./2021/4908, dated 28.05.2021 has substituted the existing Service Regulations bearing No. SAE-3/Admn/MC/2012/3204, dated 17.05.2012 with the approval of the Administrator, Union Territory, Chandigarh. However, while notifying the said notification a clerical mistake was inadvertently made in Recruitment Rules of MOH for the post of Clerk in row no. 9, 10 & 11.

Now, the Commissioner, Municipal Corporation, U.T., Chandigarh is pleased to rectify/substitute the Recruitment Rules of Medical Officer of Health for the post of Clerk, the detail of which is as under :—

1.	Name of the Post	Clerk
2.	No. of posts	34 (Subject to variation dependent on the workload)
3.	Classification	Group 'C'
4.	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 3200
5.	Whether selection post or non- selection post	Selection in case of direct recruitment and promotion.
6.	Age for Direct Recruits	Between 18 years and 37 years (relaxable for departmental candidates in accordance with the instructions issued by the Chd. Admn. from time to time.
7.	Educational and other qualification required for Direct Recruits	Bachelor's degree from a recognized University Institution and proficiency in operation of computer (word processing and spread sheets) and a speed of 35 words per minutes in English typing on computer. <b>Note :</b> ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable

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Jalinder Kumar  
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9.	Period of Probation, if any	i) Three years in case of direct recruitment ii) One year in case of promotion/ appointment from Peon.
10.	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	i) 85% By Direct recruitment. ii) 15% by promotion from amongst Group 'D' and Group 'C' employees (whose pay scale is less than that of the post of Clerk)
11.	In case of Recruitment by Promotion/Deputation/ Transfer is to be made	<b>By Promotion :</b> From amongst the Group 'D' and Group 'C' (whose pay scale is less than that of the post of Clerk), having five years regular service in the cadre and possessing 10+2 educational qualification from a recognized Board/ Institution and a speed of 35 words per minutes in English typewriting on computer and has not crossed the age of 45 on the date of arisen of vacancy of the post of Clerk and has successfully completed the ICT training course as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
12.	If a Departmental Promotion Committee exists, what is its composition	<b>Yes Group 'C' DPC for considering promotion :</b> i) Spl. CMC /Additional CMC/, Joint CMC/ Secretary (who so ever is designated as head of O/o MOH) — Chairman ii) MOH — Member iii) Chief Accounts Officer — Member iv) Law Officer — MC.C. Member v) Representative of Director Social Welfare — Member
13.	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

ANINDITA MITRA, IAS,  
Commissioner,  
Municipal Corporation,  
Chandigarh.

**CHANGE OF NAME**

I, Yoginder Kumar Suri, S/o Dhani Ram, # 1383, Sector 50, Progressive Enclave, Chandigarh, have changed my name to Yoginder Kumar.

[262-1]

I, Priya, W/o Sh. Deepak, R/o # 1, Ground Floor, Village Faidan, Chandigarh, have changed my name from Priya to Champa.

[263-1]

I, Biresh, S/o Bhudev, # 639, Housing Board Complex, Dhanas, Chandigarh, have changed my name to Viresh Kumar.

[264-1]

I, Sandeep Kumar son of Mahinder Singh, R/o # 515, Kachi Colony, Dhanas, Chandigarh, changed my name from Sandeep Kumar to Sandeep Garhwali.

[265-1]

I, Ravi Chanchal, S/o Rajesh Kumar, # 187, FF DMC, Sector 38-W, Chandigarh, have changed my name Ravi Kumar.

[266-1]

I, Sayyad Shabab Hussain, S/o Mustafa Husain, # 715/16, Bapu Dham Colony, Sector 26, Chandigarh, have changed my name to Syed Shabab.

[267-1]

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